**STUDENT SEARCH/REVIEW/SERVICE CHECKLIST**

* Obtain screening pool from EOG, aptitude tests, and referrals. **This should be completed by the end of the 1st six weeks in each school year, but referrals may be taken at any time throughout the school year.**
* Complete the Referral/Eligibility Form.
* Academically Gifted Review Team meets to review collected data.
* The team makes an initial decision regarding which students from the screening pool need further review or referral for possible placement
* Notify parents when the team decides to refer the student for possible services or when further review is necessary. (Send Parent Consent Form).
* Complete needed assessments:
  + Interest Inventories
  + Motivation Inventories
  + Teacher Inventory
  + Student Evaluation
  + Others, as deemed appropriate by team.
* Schedule meeting with parent, regular education teacher and principal (student if appropriate). Send Invitation to Conference.
* In parent meeting, discuss recommendations for appropriate placement of students requiring differentiated services matching eligibility to service options (using the Differentiated Education Plan)
* Keep appropriate records of decisions regarding all students nominated for screening, review, referral and placement by the team.
* Review for possible placement any student who scores 99th percentile on a group or individualized intelligence test, but does not meet any other criteria for the service options, and develop IDEP if student is placed.
* Maintain Record of Conference Data in student folders.
* Submit names of AIG students and area of identification to NCWISE personnel.
* Submit AIG spreadsheet to District Coordinator as requested.
* Review student placement annually to determine if objectives have been met. Complete Yearly Performance Review document. Notify parent if any changes are to take place. Notify NCWISE personnel and District AIG Coordinator of any changes. **This should be completed by the end of the 1st six weeks in each school year.**
* Provide services as outlined in DEP.
* Provide newsletters to parents highlighting activities available to AIG students and successes within program.

**Please note . . . if a student moves in from another district and is identified as AIG, they are automatically eligible for AIG services in Alleghany County. You must meet with the parents to design plan within 30 days of the student transfer.**